

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
MARCH 8, 2016**

MINUTES

Call to Order

Chairperson called the meeting to order at 7:15 pm. Attending were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director. Amy Hampe was absent.

Approval of Minutes (vote needed)

Trustees reviewed the minutes of the February meeting. Ms. Fennelly moved for the approval of the minutes. Ms. Calvin seconded the motion; the board approved unanimously. Barbara Muldoon and Frank Murphy abstained.

Communications

No communications were received.

Community Time

No community members were present.

Director's Report

Ms. Nicolay reported that she toured a variety of innovation and coworking spaces in the area, as there is overlap in mission and goals between the various organizations. Ms. Nicolay was interested in how these organizations support their members and what the library can learn in terms of physical space.

Mr. Murphy asked about the roof slates and rail, and Ms. Nicolay provided an update. A phone charging station will be installed at the library which provides a safe and secure locked place for phones to be charged while users are in the library. Emily Canniff has been working with Cecily Miller of Arlington Public Arts on a Fox Festival concurrent with the Feast of the East.

Trustee By-laws Review

Mr. Delmolino offered the revised by-laws for review. The Board will vote on the proposed changes in April, and the vote would require a two thirds majority for adoption.

Policy Review: Meeting Room Use (vote needed)

Ms. Nicolay introduced the Meeting Room Use Policy. Robbins and Fox community rooms had both been renovated, and required updates. The policy was refreshed and some of the redundancy was removed. Ms. Nicolay addresses the challenges around providing AV support for outside organizations who use our groups. Due to the increase of requests by outside groups and the increase in teleconferencing, Ms. Nicolay is interested in exploring during the space planning process. One of the Bracket School custodians will be cleaning the branch Monday through Friday, which Ms. Nicolay and

Emily Canniff have been advocating for some time. There was discussion about the use of the Fox Community Room being restricted to library hours. The Fox Community Room is perhaps the only space in town that is available without a building monitor. Ms. Calvin inquired about the feasibility of using building monitors. Ms. Nicolay reported that hiring and coordinating building monitors has been challenging for the Planning Department, and alternative options are being explored. Robbins Library took over room bookings at the Fox two years ago. The Board summarized three options: limit use to library hours, pay a monitor for after-hours use, or require a deposit for damage and cleanliness. The Fox Community Room is used all weekend, and it would be challenging to determine which group may have been the offending party. The Board discussed the challenges, liability, legality concerns around the unmonitored use of the community room after hours. The Board discussed possible solutions that would continue access and provide security. Mr. Delmolino recommended that a vote not be taken to allow Ms. Nicolay to further investigate the options. Ms. Calvin suggested a heat map to see what the patterns would be in order to target staffing and understand when the room is being used.

Winfield Robbins Art Prints

Ms. Nicolay reviewed actions she has taken since the Board approved to pursue an RFP for appraisal of the Winfield Robbins Art Print Collection. Ms. Nicolay made inquiries into several appraisals and reported on her findings. Ms. Nicolay made a move towards next steps and suggested a sub-committee could be formed to explore this topic and write the RFP. Ms. Fennelly and Mr. Murphy expressed interest. The Board will resume the agenda item in April. Ms. Nicolay will reach out to Ms. Gentile to inquire about her interest in continuing to work with the collection including taking the lead on an RFP.

Reimagining Our Libraries

Ms. Nicolay has completed her Library Journal webinar series on Library Design course, and is working on her RFP. Ms. Nicolay has reached out to MLS and MBLC for project guidance and examples of the RFP. Meetings with department heads have been productive in generating new ideas and enthusiasm. Some of the goals include dedicated teen space, improved lighting both natural and electric, improving service desks, more bookable small study spaces, as well as housing unusual collections and items. Mr. Delmolino inquired about the funding, and the use of public and private funds. The facilities department has expressed support to ensure the project is a success.

Foundation Liaison Update

There is no update to provide.

Friends Liaison Updates

The Friends of Robbins have made some steps towards securing the generous bequest received in 2015. Ms. Radochia will be at Ecofest.

The Friends of Fox have not met since the February meeting.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting: April 12, 2016

The next meeting will be on Tuesday April 12, 2016.

Adjournment (vote needed)

Ms. Fenelly moved to adjourn. Mr. Murphy seconded the motion. Adjournment was approved unanimously.

Materials Distributed:

- March Meeting agenda
- February meeting minutes
- February Director's Report
- February 2016 Circulation Statistics
- By-Laws of the Board of Trustees DRAFT
- Library Meeting Room Use Policy & Scheduling Procedures
- Winfield Robbins Art Print Collection Update